

BEFORE YOU LEAVE TO-DO CHECK LIST

- ☐ Check automobile for safe trip
- ☐ Stop newspapers
- ☐ Arrange for Keyholder or house sitting service
- ☐ Leave emergency name and phone number with Keyholder
- ☐ List house with Posse Vacation Watch
- ☐ Stop mail or forward to vacation address
- ☐ Put cable and internet on vacation hold
- ☐ Continue pest control contract
- ☐ Put valuables in safe deposit box
- ☐ Check outside watering schedule – make sure back-up battery is good
- ☐ Turn off water heater and circulating pump
- ☐ Lock all windows and doors, including security door(s)
- ☐ Check how your house looks from the outside
- ☐ Secure or store any outdoor furniture
- ☐ Unplug the garage door opener (do not disengage the emergency pull chain)
- ☐ Block the garage door track with a bolt or a lock
- ☐ Lock all doors between the garage and house
- ☐ Take out the garbage
- ☐ Unplug all appliances, including computer(s) and TV(s)
- ☐ Set thermostat to _____ degrees or turn completely off
- ☐ Set timers for security lighting inside the house
- ☐ Set security lighting outside the house
- ☐ Empty refrigerator, unplug and prop open
- ☐ Adjust window treatments to hang naturally
- ☐ Lock electric box (should be locked all the time)
- ☐ Pack all medicines and note doctors' telephone number(s)
- ☐ Close all drains
- ☐ Clean and saran wrap all toilets and tanks
- ☐ Spin 1/4 cup vegetable oil in garbage disposal for lubrication
- ☐ **Turn off water to inside the house**